

**CCLPEP Procedural Requirements
for
Grant Award Accounting**

1. Award letter. The State Librarian's grant award letter is the official statement of approval of the project and is an amendment to the Grant Award Document. Conditions in the letter are binding and must be followed in the implementation and conduct of the project. The letter specifies the approved CCLPEP budget which must be the basis for all financial expenditure reports.
2. Document responsibilities. Consolidated grant award documents will be addressed to the recipient(s) directly responsible for the project. Recipients which have a fiscal agent are responsible for seeing that the documents and funds are properly deposited with the fiscal agent.
3. Assistance. The award letter names the CCLPEP Project Director to assist in its implementation and monitor its progress. The grantee should establish a good working relationship with the director at the beginning of the project and call on the director for advice and assistance as needed. The director should be informed of any planned changes from approved activities and/or timelines, of project opening days or other publicity events, of staff changes, budget problems and the like.

For questions on CCLPEP policy and procedures, contact the CSL project consultant noted in your grant award letter:

Linda Springer,
Library Programs Consultant
Telephone: (916) 651-6509
E-Mail: lspringer@library.ca.gov

Christopher Berger,
Library Programs Consultant
Telephone: (916) 653-8313
E-Mail: cberger@library.ca.gov

For specific questions on CCLPEP budget matters and project reporting, contact:

Colette Moody, Budget Analyst
Telephone: (916) 651-0977
E-Mail: cmoody@library.ca.gov

4. Accounting. Separate accounting must be maintained in accordance with accepted standard accounting practices for each state CCLPEP project to ensure responsible project management and the ability to submit timely and accurate financial reports.
5. Reporting. Quarterly financial and narrative reporting is required of all projects, unless other provisions are made in the State Librarian's award letter. Jurisdictions with a history of delayed or incomplete reporting, or inadequate management of previous projects, may be denied future awards until an improvement in administrative practice can be demonstrated. In the case of a delayed award or award not covering a full fiscal year, reporting will begin with and cover activity in the first full quarter encompassing the date on the award letter.

6. Budget adjustment. To respond to local or unforeseen developments, the grantee may in most cases adjust approved budget categories by up to 10% with the approval of the California State Library Program Director. This adjustment provision is limited to 10% of the category into which funds are to be moved. An adjustment may be made in more than one category, or more than one adjustment made in the same category, during the life of the project. Multiple changes to a category may not exceed 10% of the original approved budget, and calculations of the percentage of change are based on the original budget. Needed adjustments need to be requested on the Grant Award Modification form (CCLPEP 4), for consideration. Information on the adjustment provisions is included in the CCLPEP 8 instructions.
7. Memberships/travel. Use of CCLPEP funds for personal membership in organizations is not approved. Use of CCLPEP funds for out-of-state travel, except for *authorized* routine meetings in neighboring states necessary to carry out project activities, is not approved.
8. Project close. All state funded project activity must cease on June 30, 2009 of the grant award year and no new expenditures can be generated. Projects are allowed a liquidation period of 60 days unless otherwise specified in the award letter. All encumbrances are subject to review by the California State Library. Projects should consult with the California State Library Program Director prior to making year end encumbrances. After the 60 day period, which ends August 30, 2009, all encumbered funds that have not been liquidated must be returned to the California State Library. All unexpended and unencumbered funds must be returned by September 15, 2009. Instructions and a timetable for the close of projects are contained in the CCLPEP 8 instructions.
9. Consulting data. Unless exempted by the State Librarian, all data, both raw and analyzed, of consultants employed under terms of an award becomes the property of the California State Library and may not be used or published without the express written permission of the State Librarian. Any consultant report authorized in the award should be addressed to the California State Librarian.
10. Equipment inventories. Record of equipment, each unit costing \$5,000 or more, purchased with CCLPEP funds must be maintained in an inventory file. Equipment inventory files must be maintained at the project level and duplicate copies sent to the California State Library. In general, equipment purchased with state funds must be used for project purposes for five years, or the life of the equipment, whichever comes first, unless otherwise stipulated. Disposition of equipment is subject to review by the California State Library.